

			or other state	SAF	E COUN	<b>T</b>				
NAME	OPEN: 20	ww	MID 1:	21	MID 2:		MID 3:		CLOSE: 9	wel
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:30x	12:37PM	1:000 Cm	5.330					5:45	3009
\$0.01	40	36	36	34					34	24
\$0.05	50	49	yQ.	Yes <sup>t</sup>					19	5
\$0.10	14	13	13	<i>b</i>				<u>.</u>	10	29
\$0.25	39	38	38	34					34	132
\$1.00	200	199	199	155					155	116
\$2.00	4	Q)	0	6		<u> </u>			0	0
\$5.00	186	126	136	86			1	ļ	88	187
\$10.00	5	5		<u> </u>				ļ	D	1_1
\$20.00	12	28	28	0					0	18
OTHER \$'s	Ø	Ø	10	Ø 5000			ļ <u>.</u>	ļ	\$900	-0-
Total Change Fund	2000	\$20ED	43000	& MPP			<u> </u>			12000
# Tills/Total \$	notime	active	doine	Hetive					Actre	4/200
# Till Drops	ア	Ø	ľ'n	0		<u></u>	<u> </u>		0	17
Cust. Recov. Cert.	40	40	40	40			ļ		140	49
P-Card	Y/W	Y (b)	YW	<i>y6</i> N	Y/N	Y/N	Y/N	Y/N	Y/N)	YKW
# Tip Bags	u	4	$\bigcirc$	16	ļ				P	
Comments:		•								

*	S. 19 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Report Store Operating Funds
Г	Signature:	* \$ Amount Entered:
1		

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPO	SIT INFORMATION	alestra korraktara
(Deposit Prepi)		tare to the second seco	osit to Bank
Cash Controller		Taken By Cash Controller:	dia Carole
Preparing Deposit: Ond A	PROXIDO	Date to Bank: 7	301
Start Time: N.O.Co		Time to Bank: 5	90
Deposit Bag #: 125/26	, Ray 195	Deposit Bag #: 125	112689125
Deposit Wilness		9 Banking Witness 4 €	
Deposit \$: 9.7	45.00	Bank Validated \$: 21	145.Q
Completion Time: 4'	\	Bank Validation Time:	50
Change Order \$:		Change \$ Received:	9
Comments:		Comments:	

Deposit Wilness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	TILL AUDIT #2
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

<i>f</i> ^	
PARTNER	TILL AUDIT #3
Sore Manager:	
Date:	
,Partner Name:	
Register ID	
Over/Short \$:	
Comments:	-

有类似的 P/	ARTNER	TIP DROP LOG	34 A S	
PARTNER#	INITIALS:	DROP BAG #:	WITHESS (mandatory):	TIME:
1345744	WH	TB46478740	8	670an
1345744	WH	7846478739	ELC.	620m.
***				

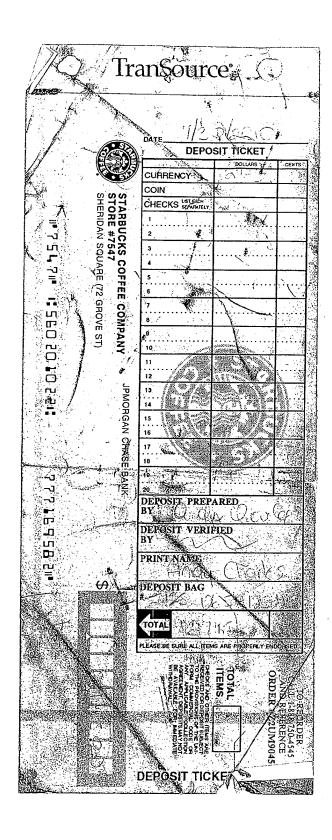
ASSESSED FOR FRANCE	M VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP R	EMOVAL (week	y) :
PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	
DROP BAG #'S:		

\*Witness on tip drop removals must be the scheduled cash controller

D.A	iv- SAti		ORE COM	munications date - 7-81-	<b>高端の関係をはなった。</b>		
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REGISTER 1	TOP	) Til	L DROP LOG	REGISTER 1	BOTTOM	TIL	L DROP LOG
PARTNER NAME	DROP BAG#		SV*TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
SDEPIN	79321537	5	1:580	Robert	99,821829	DR	6B
Michele	99 52/357	IMS	12:099	Wenny	199321359	IMS	121043
					, , , , , ,		
REGISTER 2	DROP BAG #	TILL CC	L DROPLOE	REGISTER/2	DROP BAG #	Till CC	FINE TIME
NAME	000	INITIALS		NAME		INITIALS	TIME
FELISHA Rayla	993212347	M)	1,00	Migoel	व्यक्षक्ता हमर	AC	601p
	11097511	700	11 209				
	,,,,						
REGISTER 3	TOP		DROP LOG	REGISTER 3	BOTTOM		DROP LOG
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	REGISTER 3 I	DROP BAG #	CC . INITIALS	TIME
TANKS		INTTACO		, , , , , , , , , , , , , , , , , , ,		14117/20	
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					l	<u>L</u>	
Hadden		Contract of the Contract of th	DROP(LOG	NECKHER PARTNER			TIME
PARTNER NAME	DROP BAG #	CC	TIME	PARTNER NAME	DROP BAG #	CC	1 HVIC
						<b></b>	





DAY- 60 DATE - 7 13 110

<b>有整约松</b> 。[1]				SAF	E COUN	IT				
NAME	OPEN: Edd	UN.	MID 1: (1)	مارا	MID 2:		MID 3:		CLOSE:	und
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5:00A	2:000	2:000	6:15pm					1,36	12,30
\$0.01	24	04	29	V					10	4
\$0.05	51	51	<	( <del>\$</del> )					(57)	50
\$0.10	29	27	54	95					22	20
\$0.25	32	29	29	23					23	2-1
\$1.00	1/6	71	ا آ	110					110	48
\$2.00	0	Ø	0	10					<b>-</b>	<b>€</b>
\$5.00	187	294	୨୫५	277					277	224
\$10.00	,	(2)	0'	O'					Ð	3
\$20.00	18	Ž	2	3					3	19
OTHER \$'s	Ø	0	Ø	Ø					0	<b>↔</b>
Total Change Fund	2000	2120	200	12000					2000	2000
# Tills/Total \$	now	notion	Active	Active					Actor	4/200
# Till Drops	12	2	112	1					T-	R
Cust. Recov. Cert.	42	42	42	Y					45	42
P-Card	Y/QN	YCN	Y/N	Y/10	Y/N	Y/N	Y/N	Y/N	Y(N)	Y /(N)
# Tip Bags	Th	45	17			<u></u>	ļ	<u> </u>	10	In
Comments:	one \$1	20								

١	· · · · · · · · · · · · · · · · · · ·	Report Store Operating Funds
I	Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	State of the control of the Caper	POSIT INFORMATION	
STATE OF THE PROPERTY OF THE PARTY.	Deposit Prep		alterna belander die San Leiterlan von Volum opteberenkolten in Frank i Norten in State in der
Cash Controller	- 1 - 0 1	Taken By Cash Controller:	media Marco
Preparing Deposit:	and a Capacia	Date to Bank:	19/31/10
Start Time:	V. 00 40	Time to Bank:	11.4500
Deposit Bag #:	1365413104	Deposit Bag #:	1265913104
#Deposit Witness		Banking Witness	
Deposit \$:	2869 O(	Bank Validated \$:	2565.26
Completion Time:	11:3000	Bank Validation Time:	19,000
Change Order \$:	1	Change \$ Received:	The second secon
Comments:	:	Comments:	

<sup>\*</sup>Deposit Witness confirms that cc inItials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit stip amount and seated deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL	ΑŀΑ	UDI	Γ#1
Store Manager:	Anc	di	Cha	dos
Date:	7	13	1	
Partner Name:	$\omega$	vel	Oil	+2_
Register ID	3	$N_{\epsilon}$	Hon	ņ
Over/Short \$:	+	F 3	. 59	1
Comments:				'

...

PARTNER Store Manager:	-	~		7	ΛAR	65	
Date:	_		1	1/:	\$[	~	
Partner Name:	6		h)(	7	Bo	ring)	ds
Register ID	٦	P	30	IJ,	0	7	
Over/Short \$:	-	-	51	ባሪ	7		

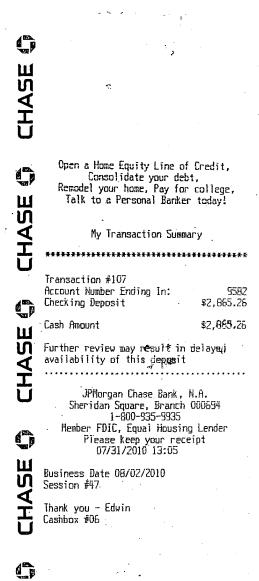
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

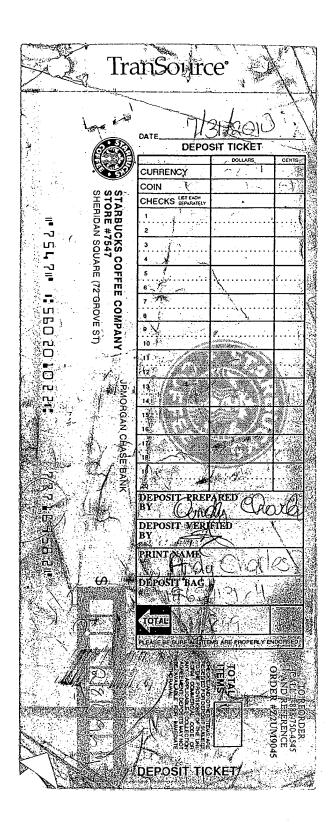
P.	ARTNER	TIP DROP LOG	多数数时	
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1345744	IVH	TB46478741	W	MOROS
1345744	WH	71346478742	ins_	SCHOM

<b>经验的</b> 医二种	DM:VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP	N-M-AL		
PARTNER #:	INT	TIALS:	
CC WITNESS (mandatory):	Т	IME:	
DROP BAG #'S:			
	•		

DA	Y -	3 SII		DATE -			
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			<u>. ,</u>				
<del></del>	*						
REGISTER 1			L DROP LOG	REGISTER 1.E			L DROP, LC
PARTNER NAME	99323920	INITIALS	11150	NAME LOKINI	19323 984	CC INVIALS	735
MGEZ	1 723100		1.1.3	FULL			170
					ţ		
EGISTER 2	TOP DROP BAG#	GÜ CC	DROPILOG - TIME	RECISIE: 12/1: PARTNER	DROP BAG #	CC	ND:012:190 TIME
Ongre	99323935	INITIALS !	1.180	MAS	81 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	INITIALS	
<u> </u>							
						•	
						at a martin of	a side #inter
PARTNER NAME	TOP DROP BAG #	CC INITIALS	DROP LOG	REGISTER 3 E	DROP BAG#	CC INITIALS	L DROP LO TIME
		••••					
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			M.			·	
विद्यानास्		en - Lein	503051F0G		(@)    (@)		i io:opygo
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	PARTNER NAME	DROP BAG #	CC	TIME
	1						
			<u> </u>				ļ





* 30 % (2.10)				SAF	E COUN	T				
NAME	OPEN:	usel	MID 1: DOC	.1	MID 2:		MID 3:		CLOSE:	لدان
SAFE COUNT	START	END,	START	END	START	END	START	END	START	END
TIME	9	1:20,0	1:3/20	5108A					5:10	12:304
\$0.01	4	4	4	144					14	6"
\$0.05	50	49	49	ug					49	94
\$0.10	20		ון.	1,1					13	10
\$0.25	21	18	(%	18					18	1/
\$1.00	48	5	5	910			<u> </u>		100	44
\$2.00	4	0	0	0					Ø	8
\$5.00	266	200	<b>3</b> 00	360			<u> </u>		900	101
\$10.00	-3	#	1				<u> </u>			2
\$20.00	19	31	3/31	27					27	49
OTHER \$'s	D	0	. 6	<u> </u>			<u> </u>		Ø	0
Total Change Fund	7000	2000	<u>ചുക്ക</u>	2000					DOPP	2000
# Tills/Total \$	41200	Acre	Heliop	Dehas			<u> </u>		Active	Actu
# Till Drops	れ	2	<b>(</b> )	0					R	72
Cust. Recov. Cert.	42	42	42	M2				<u> </u>	142	42
P-Card	Y /(N/	Y /(N)	Y/(N)	YWY	Y/N	Y/N	Y/N	Y/N	Y(N)	YTH
# Tip Bags	N	D	11	1/1/	<u> </u>		<u> </u>	<u> </u>	TL	172
Comments:				, ,						`

48.050 h	Report Store Operating	g Funds :: 💛 💛 🖖	\$24\$\frac{1}{2}1
Signature:		* \$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOS	T INFORMATION	<b>的对话的文字类似的过去式和现</b>
	n. DepositPrepaga		Deposit to Bank
Cash Controller		Taken By Cash Controller:	Ondex Cloubs
Preparing Deposit:	andy Claras	Date to Bank:	81210
Start Time:	10'35'an	Time to Bank:	11:3000
Deposit Bag #:	128626988	Deposit Bag #:	1286269 .99.
Deposit Witness:		Banking Witness:	
Deposit \$:	239772 9-2882-08	Bank Validated \$:	1000 Q \$2880.08
Completion Time:	11:00AT	Bank Validation Time:	12,004
Change Order \$:	NO.00	Change \$ Received:	.KO
Comments:		Comments:	

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	Kevin
Date:	6/1/12
Partner Name:	Ancie
Register ID	219
Over/Short \$:	(-6)
Comments:	0

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	THE RESERVE THE PROPERTY OF THE PARTY OF THE
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER	TIP DROP LOG	Y COLL	
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (manuatory):	TIME:
1633595	×	16478743	NI	1226
1633598	20	46478746	M	12517

W VERIFICATION
Date Reviewed:

INITIALS:	
TIMÉ:	

# CHAS

**0** 当

Open a Home Equity Line of Credit, Consolidate your debt, Remodel your home, Pay for college, Talk to a Personal Banker today!

My Transaction Jummary



ASE (

Transaction #205 Account Number Ending In: Checking Deposit

9582 \$2,882,08

Cash Amount

\$2,882.08

Further review may result in delayed availability of this deposit

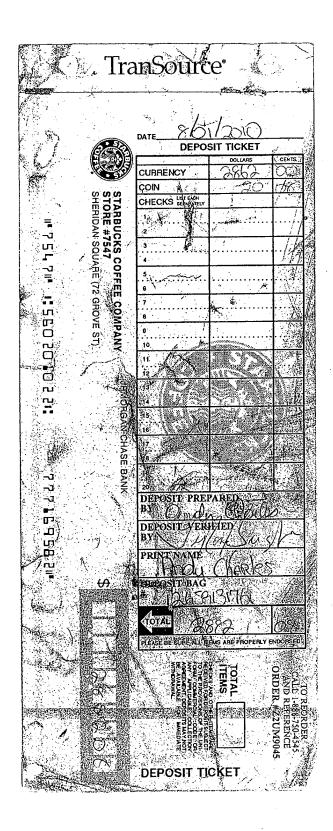
HASE 🗘

JPMorgan Chase Bank, N.A.
Sheridan Square, Branch 000694
1-800-935-9935
Member FDIC. Equal Housing Lender
Please keep your receipt
08/02/2010 17:17

Business Date 08/02/2010 Session #105



Thank you - wasef Cashbox #01



#### CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

#### Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

#### Solution:

- Verify drop box funds were pulled (do not mix funds from other Register ID's).
- Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log. 3.
- The shortage in the change bank must be corrected when the deposit is prepared.

#### NEXT DAY:

- Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
- 2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

#### ISSUE: Unassigned till is over opening funds.

#### Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

#### Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
- Record till drop bag in the correct Till Drop section per normal.

#### NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

### ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- As soon as possible, pull drop box funds and sales media and prepare a till drop per normal. 1.
- 2. Make a note on the till drop bag that funds/sales media were pulled late.

## ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

#### Solution:

- 1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

#### ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

#### Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at 2. the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance

- If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

### ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

#### Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

#### Solution:

- 1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
- Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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DRB 16296

#### Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

#### Till Drop Procedure (Cash Controller):

- 1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- 2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- 3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- 4. Secure till drop bag in inner compartment of safe, behind door 2.

#### Final Use Till Count Procedure (Cash Controller):

- 1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- 2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
- 3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- 5. Secure till with verified opening fund in POS drawer or safe.

#### Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

- 1. Record CC initials and start or end count time on the Safe Count Log.
- Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

#### Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

#### Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- 2. Record deposit \$, deposit bag # and completion time.
- 3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- 4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

#### Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from
  the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

#### Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- 1. Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
- 3. Secure till with verified opening fund in POS drawer or safe.
- 4. Ensure over/short is recorded after deposit is prepared on following day.

#### Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

- 1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- 3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

#### Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- 1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- 2. Record date on tip drop bag.
- 3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- 4. Secure tip drop bag in inner compartment of safe, behind door 2.
- 5. Witness records their initials and time after verifying the tips have been secured in the safe.

#### Tip Drop Removal Procedure

- 1. Remove tip drop bags from inner compartment of safe (cash controller).
- 2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- 3. Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- 5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

#### Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

# Case 1:11-cv-02521-AJN-KNF Document 50-34 Filed 05/08/12 Page 15 of 62

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Cash Management Log
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SAFE COUNT	START	END	START	END	START	END	START	END	START	END
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Comments:										

47.75		Report Store Opera	ting Funds 🦠		
	Signature:		' \$ Amour	nt Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

學的政治學	DEPOSIT	INFORMATION	
WAS BOUNDED FOR THE PROPERTY OF THE	Market of the Committee		
Cash Controller		Taken By Cash Controller:	Edwin Covas
Preparing Deposit:	andy Clarks	Date to Bank:	
Start Time:	19: 39AC	Time to Bank:	. 2:0700
Deposit Bag #:	128/16/1999	Deposit Bag #:	1286169899
Deposit Witness:		Banking Witness:	MINHE
Deposit \$:	. K 2279 72	Bank Validated \$:	d 2010.90
Completion Time:	( W.men	Bank Validation Time:	2:30m
Change Order \$:	ft 800	Change \$ Received:	
Comments:		Comments:	

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	MWIN
Date:	8/2/10
Partner Name:	PELISHA
Register ID	1437355
Over/Short \$:	(-20.24)
Comments:	

PARTNER	TILL A	AUDIT #2	
Store Manager:	المراح	16003 A	J
Date:	8/2	lro .	
Partner Name:	116	2	
Register ID	1699	047	
Over/Short \$:	C2.	74)	
Comments:			

PARTNER	TILL AUDIT #3
Store Manager:	EDENTY
Date:	8/2/0
Partner Name:	REBERT
Register ID	·
Over/Short \$:	(59.93)
Comments:	

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
		-		
		-		
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D.	M VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER TIP F	REMOVAL (wee	kly)
PARTNER #:	INITIALS:	_
CC WITNESS (mandatory):	TIME;	
DROP BAG #'S:		

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PARTNER***	DROP BAG #4*		V STIME ° 4	PARTI NAM	NER	OTTOM DROP BAG #	CC INITIALS	TIME
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# CHASE

# CHASE C

Open a Home Equity Line of Credit, Consolidate your debt, Remodel your home, Pay for college, Talk to a Personal Banker today!

My Transaction Summary

# CHASE (

Transaction #72
Account Number Ending In:
Checking Deposit

9582 \$2,272.72

Cash Amount

\$2,272.72

Further review may result in delayed availability of this deposit

# CHASE 🗘

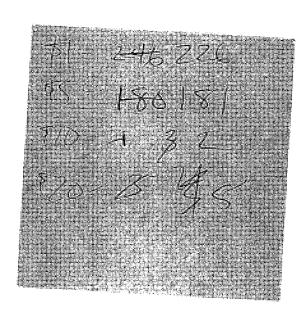
JPMorgan Chase Bank, N.A. Sheridan Square, Branch 000594 1-800-935-9935 Member FDIC, Equal Housing Lender Please keep your receipt 08/03/2010 13:18

Business Date 08/03/2010 Session #36

Thank you - amauri Cashbox #07



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Comments:				<u> </u>						

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Signature:		\$ Amount Entered:	,

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

Deposit Prep	T IN ONWATION	Denosit to Bank
Cash Controller / . /	Taken By Cash Controller:	Qual Cords
Preparing Deposit:	Date to Bank:	1:000
Start Time: 1125	Time to Bank:	8/3
Deposit Bag #: 12.86/10990	Deposit Bag #:	129616990
A Depositivitiess	Banking Wilness	Marke Vilolia
Deposit \$: 7 (6) (7)	Bank Validated \$:	21810.76
Completion Time: 1220	Bank Validation Time:	1:300
Change Order \$:	Change \$ Received:	₹ .
Comments:	Comments:	

<sup>\*</sup>Deposit Witness confirms that cc Initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	Kevin
Date:	8310
Partner Name:	Angre
Register ID	2 AJ
Over/Short \$:	7-19
Comments:	W)

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Store Manager:	levin.
Date:	8310
Partner Name:	Nigel
Register ID	IA.
Over/Short \$:	(-19)

PARTNER	ŢŒ	ŹĄ	UDI		3
Store Manager:	B	u	CN	M.	Ø.
Date:	8	1/2	10		]
Partner Name:	1	11	}		
Register ID	1	PE	À		
Over/Short \$:		H.	2.56		
Comments:			_,		

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PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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DM Signature:	Date Reviewed:
Comments:	

PARTNER	TIP REMOVAL (W	éekly) 🦟
PARTNER #:	INITIALS:	
CC WITNESS (mandatory);	TIME:	
DROP BAG #S:		
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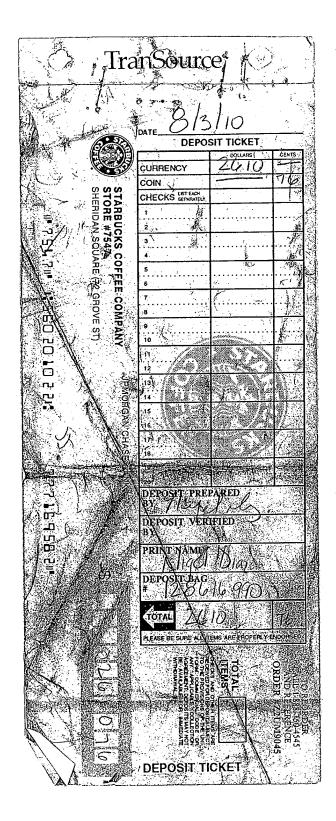
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Please keep your receipt 08/03/2010 13:11

Thank you - amauri Cashbox #07

Business Date 08/03/2010

Session #35



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Signature:	-	* \$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	WARREN DI	EPOSIT INFORMATION	
	DepositiPrep.		Deposit to Bank
Cash Controller		Taken By Cash Controller:	andy Clarks
Preparing Deposit:	ander Clarks	Date to Bank:	8/4/200
Start Time:	17:000 AM	Time to Bank:	12:1500
Deposit Bag #:	1286119899	Deposit Bag #:	125-6169899
Deposit Witness:	414002730	Banking Witness.	1/Cop/2
Deposit \$:	F4624.98	Bank Validated \$:	n 2629.68
Completion Time:	1239900	Bank Validation Time:	(3:390
Change Order \$:	\$600	Change \$ Received:	360
Comments:		Comments:	

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and seeled deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	Kevin
Date:	8410
Partner Name:	Michele
Register ID	1A
Over/Short \$:	(-D.14)
Comments: W	)

PARTNER	TILL AUDIT #2
Store Manager:	Kenn
Date:	8410
Partner Name:	tin
Register ID	727
Over/Short \$:	(-257)
Comments:	
110	1

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

STATE OF THE PARTY	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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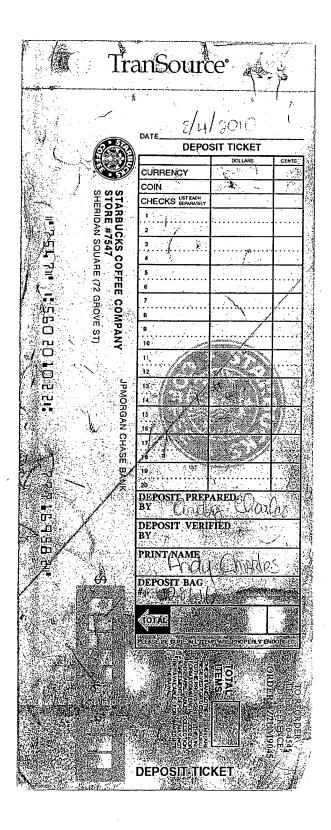
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DM Signature:	Date Reviewed:
Comments:	

PARTI	JER :	TIP REM	OVAL (w	eekly) 🦠
PARTNER #:			INITIALS:	
CC WITNESS (ma	ndatory):		TIME:	
DROP BAG #'S:			-	

\*Witness on tip drop removals must be the scheduled cash controller.

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3/Mes	SP-9932	3784 (2)	11:12-				
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GSTER 2	10B	:	HEEDROP EOG	REGISTIER/2	EOTTOM	ŢijĘ(	sioroje E
PARTNER NAME	DROP BA	G# CC INITIAL	→TIME S	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
solisha	99324		11:34,	7(1)	99323964 99323966	#	
ren (	BF 97823	3900 £	12:91/4	200	19301100		
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GISTER 3	TOP DROP BA	G# CC	TILL DROP LOG	REGISTER 3	BOTTOM DROP BAG #	CC	DROP LO
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PARTNER NAME	DROP BA		TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
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	-						

# Open a Home Equity Line of Credit, Consolidate your debt, Remodel your home, Pay for college, Talk to a Personal Banker today! My Transaction Summary \*\*\*\*\*\*\*\*\*\*\*\*\*\* Transaction #4 Account Number Ending In: 9592 \$2,629.98 Checking Deposit ហ \$2,629.98 Cash Amount Further review may result in delayed availability of this deposit JPMorgan Chase Bank, N.A. Sheridan Square, Branch 000594 1-800-935-9935 Member FDIC, Equal Housing Lender Please keep your receipt 08/04/2010 12:17 Business Date 08/04/2010 Session #3 Thank you - wasef Cashbox #01



				SAF	E COUN	T				
NAME	OPEN:	isel	MID 1:		MID 2:5)	NIIA	MID 3:		CLOSE /	10-
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5	11:30			11:300	4:300			4:33/~	12:46A
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\$0.05	33	31_			SI	30			30	26
\$0.10	31	30			30	27			27	2.3
\$0.25	24	42			42	40			40	35
\$1.00	204	236			236	285			235	259
\$2.00	O	Ø			0	0			8	Ø
\$5.00	205	214			214	194			194	200
\$10.00	3	2			2	2_			2	3
\$20.00	17	l				8			8	9
OTHER \$'s	Ď	-0			Ø	Ø			Ø	Ø
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# Till Drops	Λ	7~			2	72			40	40
Cust. Recov. Cert.	3	37_			37	37			39	39
P-Card	T (N)	YIM	Y/N	Y/N	YAS	Y /50	Y/N	Y/N	Y/N	Y/(1)
# Tip Bags	7-				TZ	12	<u> </u>	L	40	90
Comments:									Ø	0

1. m. (2.) 65	Report Store Operatin	g Funds	
Signature:		* \$ Amount Entered:	·

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

2		The second secon
	DEPOSIT	INFORMATION
	DepositPrepring in 1997 and 1997	Deposit (Planten
2 .	Cash Controller	Taken By Cash Controller:
į	Preparing Deposit: / WWW W	Date to Bank: 4510
٠	Start Time: 0.00q	Time to Bank: 1050 q
	Deposit Bag #: 12866698	Deposit Bag #: 1286/16988
	Deposit Witness: 33	Banking Witness
15	Deposit \$: 2625.98	Bank Validated \$: 7/2598
	Completion Time: \0.30	Bank Validation Time: / 1:20a
	Change Order \$: 424,0	Change \$ Received: \$240
ĺ	Comments:	Comments:

<sup>\*</sup>Oeposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>- . &</sup>quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	Levia
Date:	815
Partner Name:	Nugel
Register ID	الم
Over/Short \$:	(-10)
Comments:	الا الا

PARTNER	TILL AUDIT #2
Store Manager:	Kevin
Date:	815.
Partner Name:	Felisha
Register ID	2T.
Over/Short \$:	(-18)
Comments:	NS

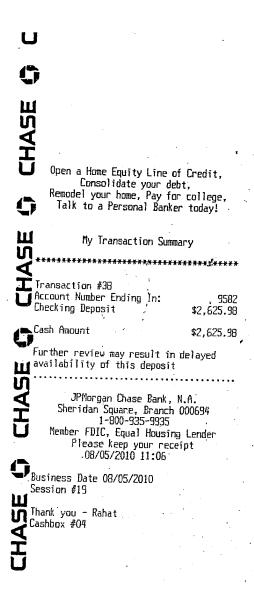
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

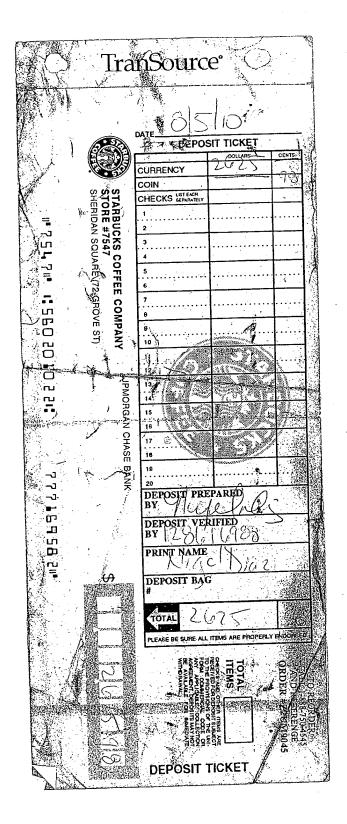
STATE OF CUR!	ARTNER	TIP DROP LOG	<b>全国的</b>	VERTER A
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1345744	WH	TB46478749	(F)	1050
1345744	WH	T346478750	(V)	1000

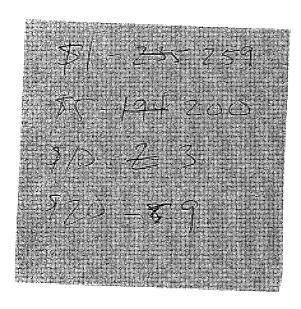
DM VERIFI	CATION
	Date Reviewed:
Comments:	

PARTI	ER	TIP REM	OVAL (w	eekly)
PARTNER #:			INITIALS:	
CC WITNESS (mar	ndatory):		TIME:	
OROP BAG #'S:				
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Witness on lin dra	- romoval	lo must bo the sch	aduled cash confir	oller

		ST	ORE CON	IMUNICATIONS			
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	DROP BAG #	cc			DROP BAG #	CC	TIME
5/VA/IA	99323986	INICIALS	137	NAME	0,5323988	INITIALS	2127
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NAME	DIGI BAG#	INITIALS	1,1,1,1			INITIALS	1111/2
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PARTNER		СС		PARTNER		. CC	TIME
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				SAF	E COUN	T				
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SAFE COUNT	START	END	START	END	START	END	START	END	START	E#D '
TIME	5:00,	230	236	500					2:12	2:02
\$0.01	28 /	28	28	28					28	20
\$0.05	26/	26	24	26					26	26
\$0.10	23 -	21	21	21					21	18
\$0.25	35 /	.32	32	32					22	26
\$1.00	259	135	239	2:39	<u> </u>		<u> </u>		239	259
\$2.00	Ø	0	0	Q'					Ð	5
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\$10.00	3	_3	3	3	<u> </u>				3	12_
\$20.00	9	17	17	27					2.2	42.
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Total Change Fund	2000	2000	2000	2000		<u> </u>		<u> </u>	1000	2000
# Tills/Total \$	48811~	Actul	112	4/FC	·		<u> </u>		Achi	4/200
# Till Drops	72	TL	nle	11/5			ļ		16	~
Cust. Recov. Cert.	39	39)	3.7	39	ļ		<u> </u>	4	39	39
P-Card	Y/ON	Y/M	Y/Ø	Y/M	Y/N	Y/N	Y/N	"Y/N	Ý(D)	YM
# Tip Bags	72-	Th	9(1	14/7	ļ				1 PC	To
Comments:				٠						

1	Section Section	Report Store Operating Funds
	Signature:	* \$ Amount Entered:
- 3	<u> </u>	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

Deposit to Bank  ash Controller: COWIT)  ate to Bank: 8/6
ash Controller: Edwin
ate to Bank: 8/6
me to Bank:
posit Bag #: 12801U9873
ing Witness: 1955 and 1975
Validated \$: 2974.95
dation Time:
\$ Received:

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

Deposit Witness confirms that co initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

"Banking Witness confirms that the co initials, date and time of co departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	SB-12/Kevin
Date:	8-6-10
Partner Name:	ANTZIE
Register ID	1230797
Over/Short \$:	Ø. ØØ
Comments:	

ι.

PARTNER	TILL AUDIT #2
Store Manager:	Kevin
Date:	866
Partner Name:	SME
Register ID	28
Over/Short \$:	(-21.87)
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	Keun
Date:	8/6/10/
Partner Name:	Hickele
Register ID	1R
Over/Short \$:	t.50
Comments: [W	)

ARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
			-	
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	DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

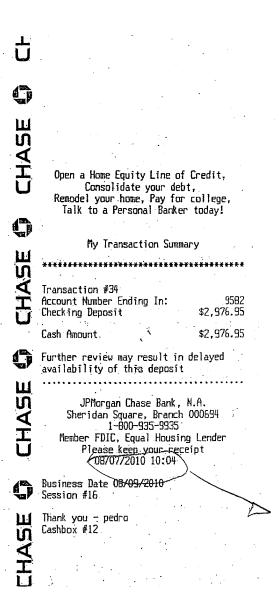
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	المحا	IPAKEN	ovalen	
PARTNER #:			INITIALS:	
CC WITNESS (ma	ndatory):		TIME:	
DROP BAG #'S:				
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"Witness on tip dro	p removals	must be the sch	eduled cash con	troller.

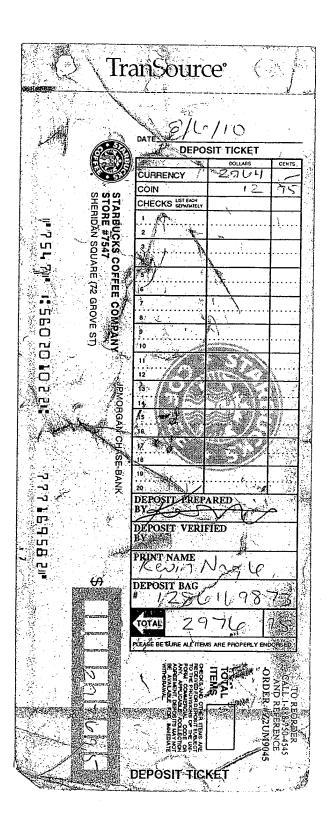
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PARTNER	DROP BAG #	CC TIME	NA NA	INER.	DROP BAG #	CC INITIALS	TIME
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PARTNER NAME	DROP BAG #	CC TIME	PAR NA	TNER ME	DROP BAG #	CC	TIME
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PARTNER PARTNER	DROP BAG #	CC TIME	PAR'	TNER ME	DROP BAG #	CC INITIALS	TIME
NAME		INITIALS	I NA	NV-L_		HALIMES	
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GRAND TOTAL: \$\_ STARBUCKS COFFEE COMPANY DEPOSIT RECORD DO NOT DISCARD UPON REMOVAL

STAP'LE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.





Cash Management Log

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<u> </u>	NAME	OPEN: SO	Wen	WID 1: 141	Vall	MID 2:		MID 3:		CLOSE:	19el
. [	SAFE COUNT	START	END	START	END	START	END	START	END	START	END'
. [	TIME	G:32k	2:0004	1:02	6000					G115	1.30
- [	\$0.01	٥٥	34	34	501					30	18
- [	\$0.05	26	25	25	25					25	23
- [	\$0.10	16	37	રી	36					360	31
	\$0.25	26	32	30	32					32	28
	\$1.00	259	228	398	2)5					45	200
	\$2.00	Æ	Ø .	₹Ų.	Ö					1	D
	\$5.00	92	250	240	242			<b>[</b>		242	234
	\$10.00	3	Ø	0	0					100	T
Ī	\$20.00	42	Q	0	6					0	7
- [	OTHER \$'s	Ø		0	42000					か	T
	Total Change Fund	2001	2000	\\$\2000:	(2000)					2200	2000
[	# Tills/Total \$	Active	Acrive	Actio	.Farib					Ache	4/200
	# Till Drops	Ø	d	0	1					7	T
I	Cust. Recov. Cert.	35	357	S	10					39	39
	P-Card	Y/W	Y /(N)	Y (C)	YW	Y/N	Y/N	Y/N	Y/N	Y (19)	YEN
	# Tip Bags	N	72	40	10					15	2
	Comments:	275 W.	ate leponts								

编制设置。	Report Store Operating	Funds	
Signature:		* \$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

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1000

<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<b>PARTNER</b>	TILL AUDIT #1
Store Manager:	Cesson
Date:	8/7/10
Partner Name:	Robert
Register ID	2B
Over/Short \$:	(-15.68)
Comments: Com	leit 120. Did
not add to	total 110

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	STATE OF THE PROPERTY OF STATE
Store Manager:	
Date:	
Partner Name:	
Register ID	:
Over/Short \$:	
Comments:	

P 2 P	ARTNER	TIP DROP LOG	THE PARTY	SCHOOL ST
PARTNER #	INITIALS:	DROP BAG #:	(mandatory):	TIME:
1433598	A	46478751	$H_{\mathcal{L}}$	7:414
163205	d.	46478752	A	71452

DM VERIFI	CATION
	Date Reviewed:
Comments:	

PARTN	ERALL	REM	OVAL (w	eekly)
PARTNER #:			INITIALS:	
CC WITNESS (mar	datory):		TIME:	
DROP BAG #'S:				

\*Witness on tip drop removals must be the scheduled cash controller

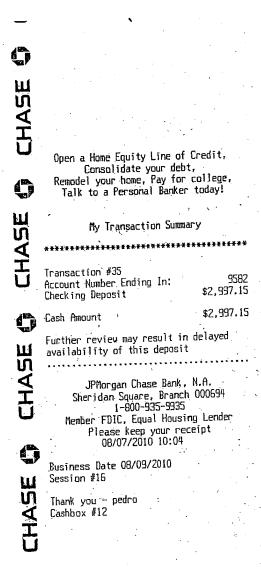
# **Cash Management Log**

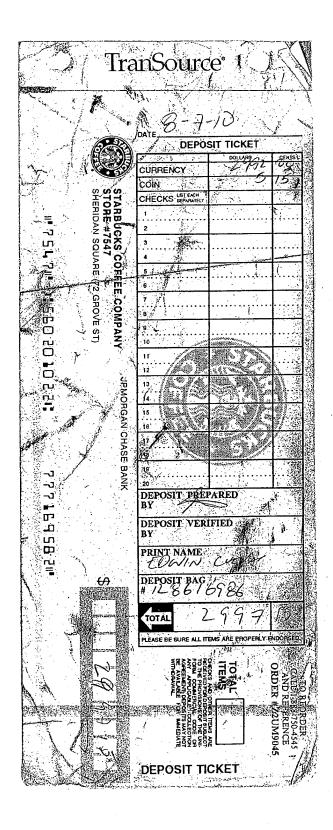
DA	y-Vind	NEED TANK	ORE CON	IMUNICATION  DATE -	8-8-	/ <u>\</u>		
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PARTNER) *** NAME	DROP BAG#*	INITIALS	SETIME:	PART NAI	NER :	DROP BAG #	CC INITIALS	TIME
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PARTNER NAME	DROP BAG #	CC	ATIME	PART NA		DROP BAG #	CC	TIME
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	- 374							/ !
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REGISTER 3	TOP .	े ्री <b>गर्ट</b> ा	L DROP LOG	REGIST	ER3B	OTTOM	TILL	DROP LOG
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	PART NAM	NER	DROP BAG #	CC INITIALS	TIME
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अबलास्मान:स्प			DROP LOG			(0)12(0)W####		OROGENE
PARTNER NAME	DROP BAG #	CC INITIALS	TIME	PARTI NAM		DROP BAG #	CC INITIALS	TIME
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					<u>.</u>			
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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$\_\_\_\_\_\_\_ DO NOT DISCARD UPON REMOVAL

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.





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DAY Unday				

Arren - Section	10	rechief tells		SAF	E COUN				438.6	TO TO THE
NAME		ellae	MID 1:	2:120-44-2	MID 2:		MID 3:	TO A CONTRACTOR	CLOSE:(L)	V 1
SAFE COUNT		END	START	END	START	END	START	END	START	EVA
TIME	5:10A	1:468	-				<del>                                     </del>		1:450	2:00AM
\$0.01	18	1/6			<del> </del>				11/24	1
\$0.05	23	20		†	<b>-</b>				100	Fig.
\$0.10	31	29			1				29	23
\$0.25	28	27			<b></b>			<b>-</b>	1 27	20
\$1.00	200	182	<b></b>	<del> </del>	<u> </u>		T	·	182	169
\$2.00	0	(8)		<del> </del>			1	†	10	0
\$5.00	2 3 3	2 13		<del> </del>				1	202	137
\$10.00	8	Ø							0	7
\$20.00	5	17							(1)	36
OTHER \$'s	Ø	Ø							$\odot$	0
Total Change Fund	- X	2000							2030	Jam
# Tills/Total \$	4/200	Action							A File	4/200
# Till Drops	40	40							1 1	1 2
Cust. Recov. Cert.	39	39							39	38_
P-Card	Y (N)	Y(N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y (19)	Y/N
# Tip Bags	40	40							11/	70
Comments:	50/2 85	stort of								

71. Francis 1999	Report Store Operating Funds
Signature	\$ Amount Entered:
. ~	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		DEPOSIT INFORMATION	
	DepositRrep	Deposit to Bank ( **)	
Cash Controller	1/	Taken By Cash Controller:	
Preparing Deposit:		Date to Bank: 7/8	
Start Time:	1020	Time to Bank: //20	
Deposit Bag #:	125616985	Deposit Bag #: \(\(\frac{287010983}{}\)	
Deposit Witness.	AGMEDICA TOTAL PROPERTY.	Banking Witness:	$(\gamma_i, \gamma_i) \in \mathbb{R}^2$
Deposit \$:	2801.18	Bank Validated \$:	
Completion Time:	1050	Bank Validation Time: / / / / /	
Change Order \$:	1/9	Change \$ Received:	
Comments:		Comments:	

Deposit Witness confirms that co initiats, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	4
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/\$hort \$:	•
Comments:	-

SAME PARTY	ARTNER	TIP DROP LOG		that a
PARTNER #	INITIALS:	DROP BAG #:	WiTNESS (mandatory):	TIME:
125485	HR	46478753	MT	2190
1633595	24	464787524	5C 6	550AH
1633595	EC	46478 755	EC ,	5.80pm

1870年1876年1887年1887年18	M VERIFICATION		
DM Signature: Date Reviewed:			
Comments:			

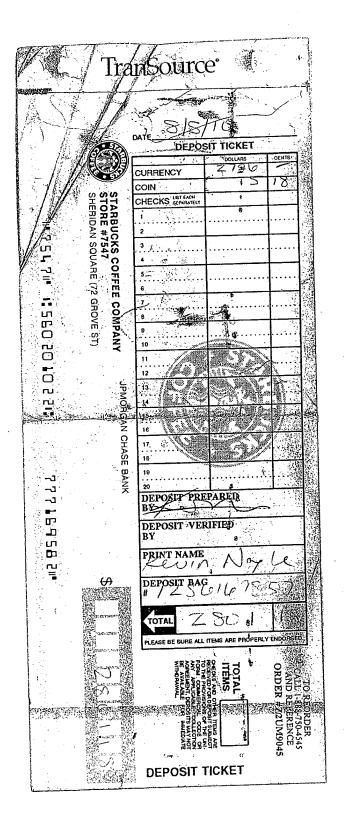
PARTNER:	TIP REM	OVAL (W	eekly)
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\*Witness on tip drop removals must be the scheduled cash controller.

128616985

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ \_\_ DO NOT DISCARD UPON REMOVAL

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT



\$1-183 \$5-203 \$10-0 \$20-17

## CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

### Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

### Solution:

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's). Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- The shortage in the change bank must be corrected when the deposit is prepared.

- 1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
- 2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

## ISSUE: Unassigned till is over opening funds.

#### Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

#### Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- 2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- 3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
- 4. Record till drop bag in the correct Till Drop section per normal.

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

# ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- Make a note on the till drop bag that funds/sales media were pulled late.

# ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

- 1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag

## ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

#### Solution:

- Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at 2.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID the MWS. before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance

- 3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop
- After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

# ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

#### Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds

#### Solution:

- Recount consolidated deposit funds using the cash scale in cash calculator mode.
- Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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#### Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

#### Till Drop Procedure (Cash Controller):

- Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- Secure till drop bag in inner compartment of safe, behind door 2.

#### Final Use Till Count Procedure (Cash Controller):

- 1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- Secure till with verified opening fund in POS drawer or safe.

### Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.

2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout

period (8am-3pm) must include an actual physical count of all till and tip drop bags.

#### Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is

#### Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

## Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- 2. Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

### Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit 2. is prepared.
- Secure till with verified opening fund in POS drawer or safe.
- Ensure over/short is recorded after deposit is prepared on following day.

## Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"

- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- 3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

### Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
- Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2.
- Witness records their initials and time after verifying the tips have been secured in the safe.

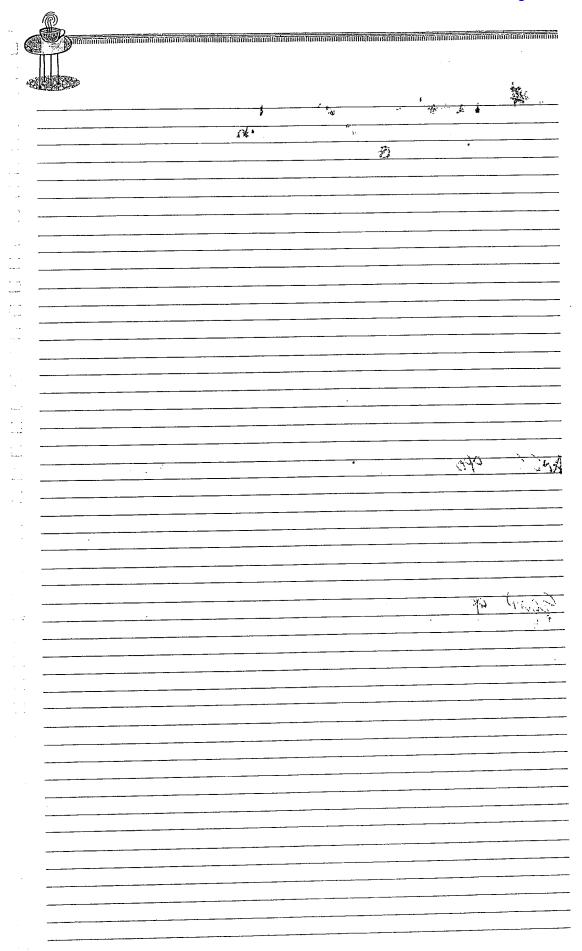
## Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller).
- Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

#### Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

## Case 1:11-cv-02521-AJN-KNF Document 50-34 Filed 05/08/12 Page 50 of 62



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Signature:	

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INFORMATION
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Time to Bank: 945
Deposit Bag #: 128616984
Banking Witness:
Bank Validated \$: 2459-73
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Change \$ Received:
Comments:

<sup>\*</sup>Deposit Wilness confirms that cc initials, completion time, deposit slip emount and sealed deposit bag # are accurately recorded in Deposit Prep section.

<sup>\*\*</sup>Banking Witness confirms that the cc initials, data and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

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Partner Name:	
Register ID	
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Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
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Store Manager:	
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\*Witness on tip drop removals must be the scheduled cash controller.

# **Cash Management Log**

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GRAND TOTAL: \$\_ STARBUCKS COFFEE COMPANY DEPOSIT RECORD DO NOT DISCARD UPON REMOVAL 128616984

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

DATE:\_

Open a Home Equity Line of Credit, Consolidate your debt, Remodel your home, Pay for college, Talk to a Personal Banker today!

My Transaction Summary

# 

Transaction #89 Account Number Ending In: Checking Deposit

\$2,459.73

Cash Amount

\$2,459.73

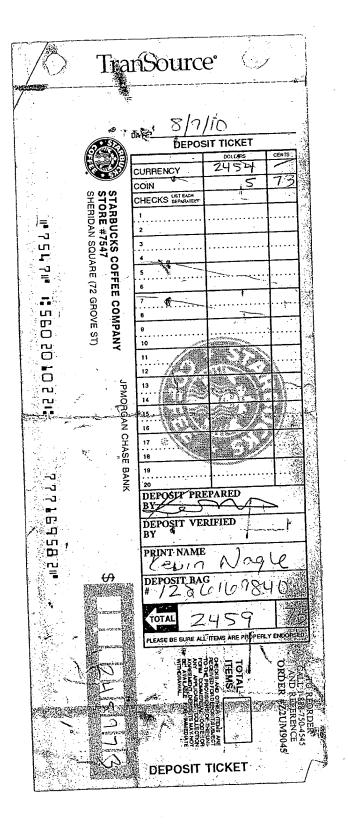
Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A. Sheridan Square, Branch 000694 1-800-935-9935 Member FDIC, Equal Housing Lender Please keep your receipt 08/09/2010 13:47

Business Date 08/09/2010 Session #32



Thank you - Rahàt Cashbox #04



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STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

Open a Home Equity Line of Credit, Consolidate your debt, Remodel your home, Pay for college, Talk to a Personal Banker today!

My Transaction Summary \*

Transaction #52 Account Number Ending In: Checking Deposit

9582 \$2,655.08

MCash Amount

\$2,655.08

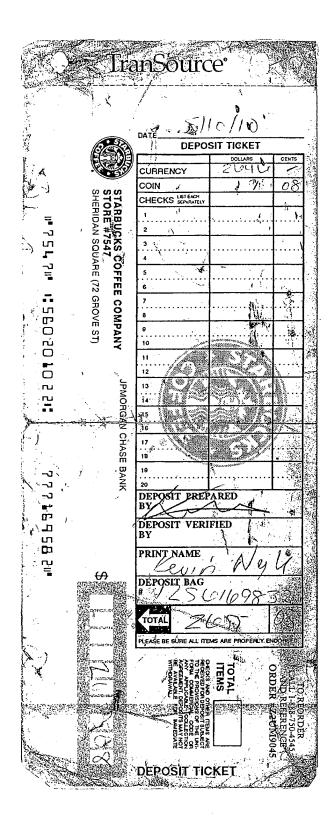
Further review may result in delayed availability of this deposit



JPMorgan Chase Bank, N.A. Sheridan Square, Branch 000694 1-800-935-9935 Member FDIC, Equal Housing Lender Please Keep your receipt 08/10/2010 13:22

ហ Business Date 0B/10/2010 Session #23 Thank you - Rahat Cashbox #04





Cash Mai	nager	ner	nt L	og
DAY- Sednesday	DATE -	8	110	10

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	March Carlot	Report Store Operating Funds
_	Signature:	\$ Amount Entered
	Olginataro.	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

Attack Valley a deposit silver service	J., 10	
DEPOSIT	INFORMATION	
Parameter (L. P. Deposit Prep)		Deposit jo Bank (
Cash Controller	Taken By Cash Controller:	<i>k</i> ~
Preparing Deposit:	Date to Bank:	187U
Start Time: 941	Time to Bank:	1240
Deposit Bag #: 128Ce1Co7249	Deposit Bag #:	128486548
Deposit Wirness	Banking Witness:	La Company of the Com
Deposit \$: 2499, 82	Bank Validated \$:	2499-82
Completion Time: /0/5	Bank Validation Time:	1245
Change Order \$: // Lec	Change \$ Received:	NU
Comments:	Comments:	
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<sup>\*</sup>Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit green section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	· · · · · · · · · · · · · · · · · · ·

ARTNER	TIP DROP LOG ::	10 May 10 M	4-5 6.7
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DM Signature:	Date Reviewed:
Comments:	
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PARTN	R TIP R	EMOVAL	(weekly)
PARTNER #:		INITIAI	.S:
CC WITNESS (mand	atory):	TIME	
DROP BAG #S:			

Witness on tip drop removals must be the scheduled cash controller.